

## **HMP STEERING COMMITTEE COORDINATION MEETING MINUTES**

**1/8/2016**

**Date and Location.** A HMP Steering Committee Coordination Meeting conference call was held on January 8, 2016 at 9:30 AM in preparation for an upcoming Hazard Mitigation Plan (HMP) Steering Committee Initial Planning Meeting and a HMP Stakeholder Working Group Initial Planning Meeting.

**Participants.** HMP Steering Committee Coordination Meeting conference call attendees included:

- Sussex County Emergency Operations Center (EOC)
- The Olson Group, LTD (OGL)
- The Mangeri Group

**Purpose.** The purpose of the HMP Steering Committee Coordination Meeting was to review the status of the HMP grant extension request and set a date for the Initial Planning Meetings for the HMP Steering Committee and the HMP Stakeholder Working Group. Discussion and agreements made between meeting attendees during the meeting are provided below.

### **Overview of Activities**

**Status of HMP Grant Extension Request to DEMA/FEMA:** Joe Thomas from the Sussex County Emergency Operations Center briefed the meeting attendees of the status of the HMP Grant extension request. Mr. Thomas met with DEMA and FEMA by conference call on January 7 to discuss the project, the project timeline, and the request for an extension to the Grant funding for the project. Mr. Thomas advised that DEMA concurred with the request and FEMA is expected to approve a six-month extension to the project. This will provide a buffer of an additional 2 months based on the revised project timeline. Mr. Thomas will be preparing the formal request.

**Discussion of Steering Committee and Stakeholder Group Members:** Mr. Montella facilitated a discussion with the meeting attendees regarding the formation of a HMP Steering Committee and Stakeholder Group to participate in the revision of the updated HMP. Anthony Mangeri of the OGL Team re-iterated the need to involve the “Whole Community” in the process and the stakeholder group should be a combination of county, municipal, state, and private sector representation. The meeting attendees agreed on the composition of the Stakeholder Working Group, but acknowledged the Group may be expanded to incorporate other stakeholders as the planning progresses. The Stakeholder Working Group member organizations identified for the Initial Planning Meeting were:

- Sussex County Emergency Operations Center
- Delaware Emergency Management Agency (DEMA)
- Sussex County GIS

## Sussex County Hazard Mitigation Plan Update Project

- Sussex County Planning and Zoning
- Sussex County LEPC
- Floodplain Manager from the LEPC
- Representatives from the 18 Municipalities
- Sussex County Economic Development Office
- Chamber of Commerce
- DelDOT
- Sussex County Conservation District
- University of Delaware
- Delmarva Poultry Industry

Participants then discussed the organization of the HMP Steering Committee members and agreed on a five-person committee consisting of the following agency/organizational representatives:

- Sussex County Emergency Operations Center
- Sussex County Planning and Zoning
- Sussex County LEPC
- Sussex County Association of Town
- DEMA

The meeting participants then set the date and time of the Initial Planning Meeting of the HMG Steering Committee for January 20 at 2:00 PM at the Sussex County EOC, followed by the Initial Planning Meeting of the HMP Stakeholder Working Group at 3:00 at the same location. OGL/Mangeri Group will develop an agenda and read-ahead packet that will be sent out in advance of the meeting. Joe Thomas will send out invitations early next week to get the date and time on invitees calendars. The remainder of the planning schedule and public meetings will be discussed at the Initial Planning Meeting of the HMP Steering Committee.

**Planning Conferences.** Additional planning conferences were scheduled as follows:

- **Initial Planning Meeting for the HMP Steering Committee:** January 20, 2016 at 2:00 PM in the Sussex County Emergency Operations Center
- **Initial Planning Meeting for the HMP Stakeholder Working Group:** January 20, 2016 at 3:00 PM in the Sussex County Emergency Operations Center

## Outstanding Actions

The following actions remain:

- OGL to send out Minutes from this meeting
- OGL and Mangeri Group to develop meeting agendas and prepare read-ahead materials

## Sussex County Hazard Mitigation Plan Update Project

- OGL and Mangeri Group to review and analyze the current Sussex County Hazard Mitigation Plan
- Sussex County Emergency Operations Center to request HMP grant extension from DEMA/FEMA
- Sussex County Emergency Operations Center to send out invites to the upcoming planning meetings

### **Hazard Mitigation Plan Update Project Points of Contact (POCs)**

#### **Sussex County:**

Joe Thomas  
302-855-7801

#### **The Olson Group, Ltd.**

Adam Montella, Project Manager  
813-657-5395

Anthony Mangeri Lead Planner  
856-217-9172

## Sussex County Hazard Mitigation Plan Update Project

### Attendee List

The following individuals attended the Initial Planning Meeting.

Name	Organization	Phone Number	E-Mail
Joe Thomas	Sussex EOC	302-855-7801	<a href="mailto:jthomas@sussexcountyde.gov">jthomas@sussexcountyde.gov</a>
Adam Montella	The Olson Group	813-657-5395	<a href="mailto:amontella@olsongroupltd.com">amontella@olsongroupltd.com</a>
Hana Beckerle	The Olson Group	703-518-9982	<a href="mailto:hbeckerle@olsongroupltd.com">hbeckerle@olsongroupltd.com</a>
Anthony Mangeri	Mangeri Group	856-217-9172	<a href="mailto:amangeri@mangerigroup.com">amangeri@mangerigroup.com</a>
Pete Dennen	Mangeri Group	609-922-5593	<a href="mailto:Pdennen44@gmail.com">Pdennen44@gmail.com</a>